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Manhattan, Kansas 66502
(785) 564-6700



123 Landon Building
Topeka, Kansas 66612
(785) 123-4567

Jackie McClaskey, Secretary

Governor Sam Brownback

December 15, 2016

The State of Kansas Department of Agriculture (KDA) is accepting applications for a 2017 Spring Intern through the Governor's Internship Program. Interested individuals may apply for the program at:

<https://governor.ks.gov/serving-kansans/internship>.

Please note in the required Statement of Interest, the specific KDA internship for which you are applying. Deadline for the completed application packet is **January 20, 2017**. In addition to the documents stated for the on-line application, a completed application includes two letters of reference by **January 20**. Unless otherwise noted, all internship positions will be located in Manhattan, KS. Starting date will be on or after January 30, 2017.

Legal Division Intern:

The intern will perform research using all primary and secondary sources, including state and federal statutes, administrative regulations, case law, and other resources as assigned by attorneys and draft legal memoranda. Additionally, the intern will draft pleadings, orders, motions, correspondence and other documents related to agency litigation and assist with case preparation as assigned and directed by attorneys. The intern will be expected to assist with miscellaneous duties associated with managing legal case files and other research files.

The legal division relies greatly on the assistance of law student interns to address the agency's day-to-day legal issues. The legal interns provide essential support to the agency's attorneys through research and writing.

During the spring semester, the legal intern will be located in Topeka at the agency office in the Landon State Office Building, with some occasional travel to work from the Manhattan headquarters building. The intern will be expected to work out of the Manhattan headquarters building during the summer. This is a paid internship at \$11/hour.

A baccalaureate degree and at least one semester at an ABA-accredited law school is required. Knowledge of and experience using Westlaw, LexisNexis and other legal databases is preferred, as well as, Microsoft Office.

Questions regarding internship positions with the Kansas Department of Agriculture, through the Governor's Internship Program, can be directed to Dana Ladner, Compliance Education Coordinator. Contact information: Dana.Ladner@ks.gov or 785-564-6660.

Individuals with disabilities are encouraged to contact the Coordinator if reasonable accommodations are needed for any part of the application or hiring process. The Kansas Department of Agriculture is an Equal Opportunity Employer.